

Minutes approved Sept. 20, 2013

Town Meeting Coordinating Committee Agenda for Thursday, August 29, 2013, 3:00 – 5:00 pm Town Hall, First Floor Meeting Room

Present: Peggy Roberts, Mary Streeter, Alan Powell, Nonny Burack, TracyLee Boutilier, Melissa Perot, Patricia Holland

Peggy called the meeting to order at 3:10 PM.

1. **Listserv Issues:** Mary reported she could not meet with Kris Pacunas of Information Technology to discuss the TMCC listserv.
2. **Documents for Website:** We discussed what documents should be included when we post minutes on the TMCC website and agreed to include all items distributed at each meeting except documents still in draft form and personal letters we received.
3. **Zoning Primer:** Alan reviewed the Planning Board's meeting on the draft of the zoning primer. The Planning Board will not review the primer until the September 11th meeting, but Mary noted the matter was not on their agenda. As to publishing the zoning primer the TMCC budget does not have enough money to cover the cost. TracyLee asked if the League of Women Voters would print it; Peggy said the League does not have the funds.
4. **Zoning Forum:** As to our request for a public forum on zoning, Alan reported that Chris Brestrup, Planning Department, presented the request at the end of a long meeting, and the Board rejected the idea that its members do it. Chris had said she would do it. Mary wants to make sure that both the primer and the zoning forum are on the Planning Board's agenda for Sept. 11th; Nonny so moved, passed unanimously. Peggy will contact the Planning Board.
5. **Precinct Meetings:** We agreed to try for the following schedule: Precincts 1 and 3 at Lutheran Church, Oct. 23rd, Nonny and Janet Keller to moderate; precincts 2 and 9 at Middle School, Oct. 22nd, Peggy to moderate; precincts 7 and 8 at Crocker Farm School, Oct. 29th, Mary and possibly Adrienne Terrizzi to moderate; precincts 5 and 6 at Fort River School, Oct. 28th, TracyLee to moderate; precincts 4 and 10 at the Police Station, Nov. 2nd, Alan to moderate. The deadline for final information on the meetings is Oct. 8th at noon to get into the first packet of Town Meeting information.
6. **Guidelines for Presentations:** Mary today emailed TMCC the final version of the guidelines and will send them also to Debra Roussel.
7. **Rules for Speaking at Town Meeting:** Not ready.
8. **Project Assignments:** Who should be the presenter of information on the TM bus trip? Alan will work on the video.
9. **Post-Town Meeting Suggestions and Concerns:** We discussed Peggy's draft of responses to suggestions from the Select Board. She will email revisions to us.
10. **Minutes of June 19, August 7 and 21, Gray edit for June 6:** No time to discuss.
11. **Topics the Chair Did Not Reasonably Anticipate 48 Hours Before the Meeting:** None.
12. **Scheduling of Meetings:** The next meetings will be Monday, Sept. 6th and Friday, Sept. 20th, 3-5 PM.

The meeting adjourned at 5:45 PM.

Submitted by Patricia Holland, Clerk

Documents Distributed:

Agenda

Draft, Guidelines for Visual Presentations at Town Meeting

Draft, TMCC Reply to Select Board Post-Town Meeting Discussion

8/22/13 Draft, November 4, 2013, Fall Special Town Meeting Checklist

8/22/13 Draft, FY 2014 Annual Town Meeting Checklist

Draft, Rules for Speaking at Town Meeting

Report, Town Meeting Coordinating Committee Fiscal Year 2012

Town Meeting Post Mortem Notes, by Jim Pistrang, Town Moderator, 6/21/13

Draft, Minutes, August 21, 2013

Letter from TMCC members Nonny Burack, Patricia Holland, and Margaret Roberts to Daniel Lee, August 22, 2013